

Exporting Class Rosters from Schoolmaster to Easy Grade Pro

This is a multi-step process. There are many little clicks along the way, but in general the process is this:

1. Save class rosters as a .txt file from Schoolmaster
2. Copy and Paste from .txt file into Excel
3. Save Excel file as tab-delimited .txt file
4. Import into Easy Grade Pro from Excel

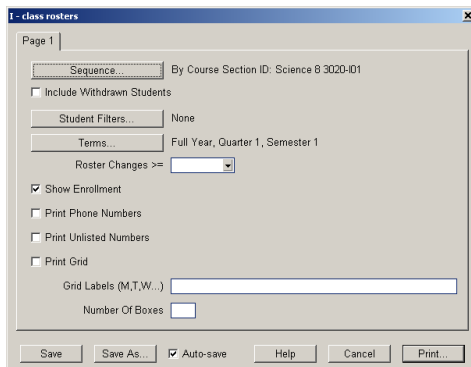
Step 1 – Save class rosters as a .txt file from Schoolmaster

This step begins just like if you were printing your class lists, but instead of sending to a printer, Schoolmaster will save as a text file.

Report → Rosters/Schedules → Sections

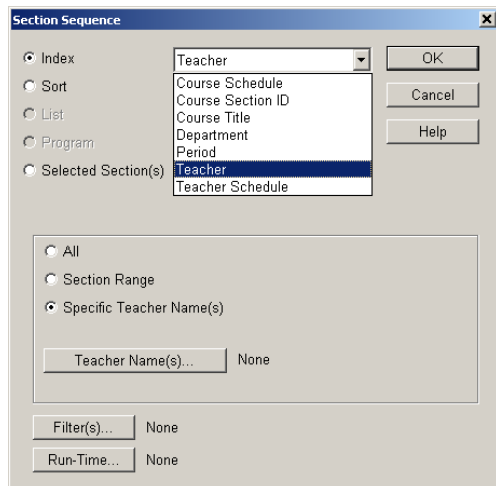
Choose **I-Class Rosters** (in Schoolmaster “I” often stands for Inza Wood)

Click Edit (not Print) – This will open a new window



Click “Sequence...”

This will open another window that will allow you to select your classes.



Click on the drop-down menu and select “Teacher”

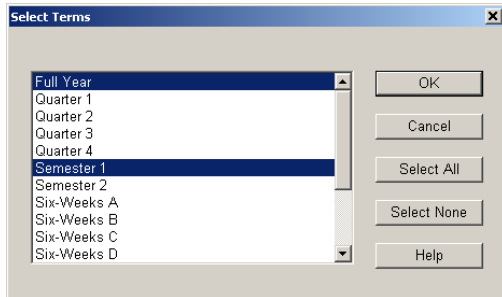
Then (in the middle of the box) select “Specific Teacher Name(s)”

Click on the “Teacher Name(s)...” button.

This will open a window to allow you to select yourself. (for the rest of this tutorial, I have selected Mary’s classes)

Once you have selected yourself, click OK.

This will return you to the “I-class rosters” window above.
Click on the “Terms...” button.



Be sure Full Year, Semester 1, and Trimester 1 are selected.

Select more than 1 option by holding down CTRL as you click.

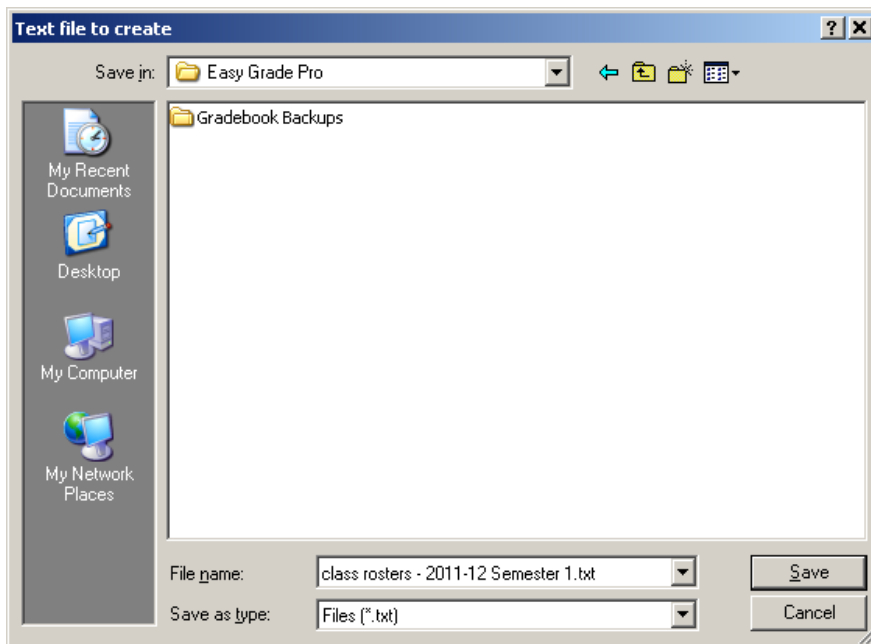
Click OK. Again, this will return you to the “I-class rosters” window. If you want to include phone numbers in your

Easy Grade Pro gradebook, make sure to select “Print Phone Numbers” and “Print Unlisted Numbers.”

Now click Print.(It will not actually print). It will ask you to choose the output destination.
Choose “Text File”

Now it will bring up a window asking where you would like to save the new text file.

Once you have finished this process, you will not need this file, so it doesn’t matter where you save it (as long as you can find it for the next step in the process). I used to save these text files to my desktop and then delete them after I was finished setting up the gradebook. For this example, I am saving to a folder on my H Drive called “Easy Grade Pro”



Choose where you want to save the file.

Give it a name that you will recognize.

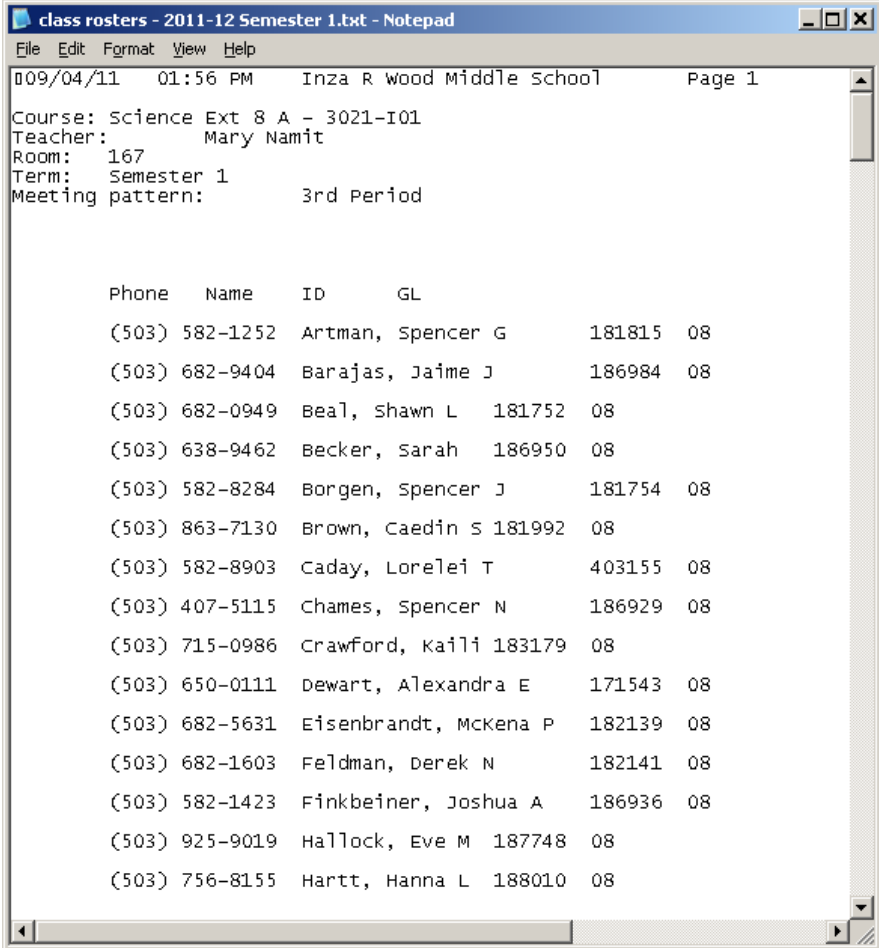
Be sure it is saving as .txt

Congratulations! You completed Step 1: Save class rosters as a .txt file from Schoolmaster

Step 2 Copy and Paste from .txt file into Excel

Open the .txt file from wherever you saved it.

It will look something like this:



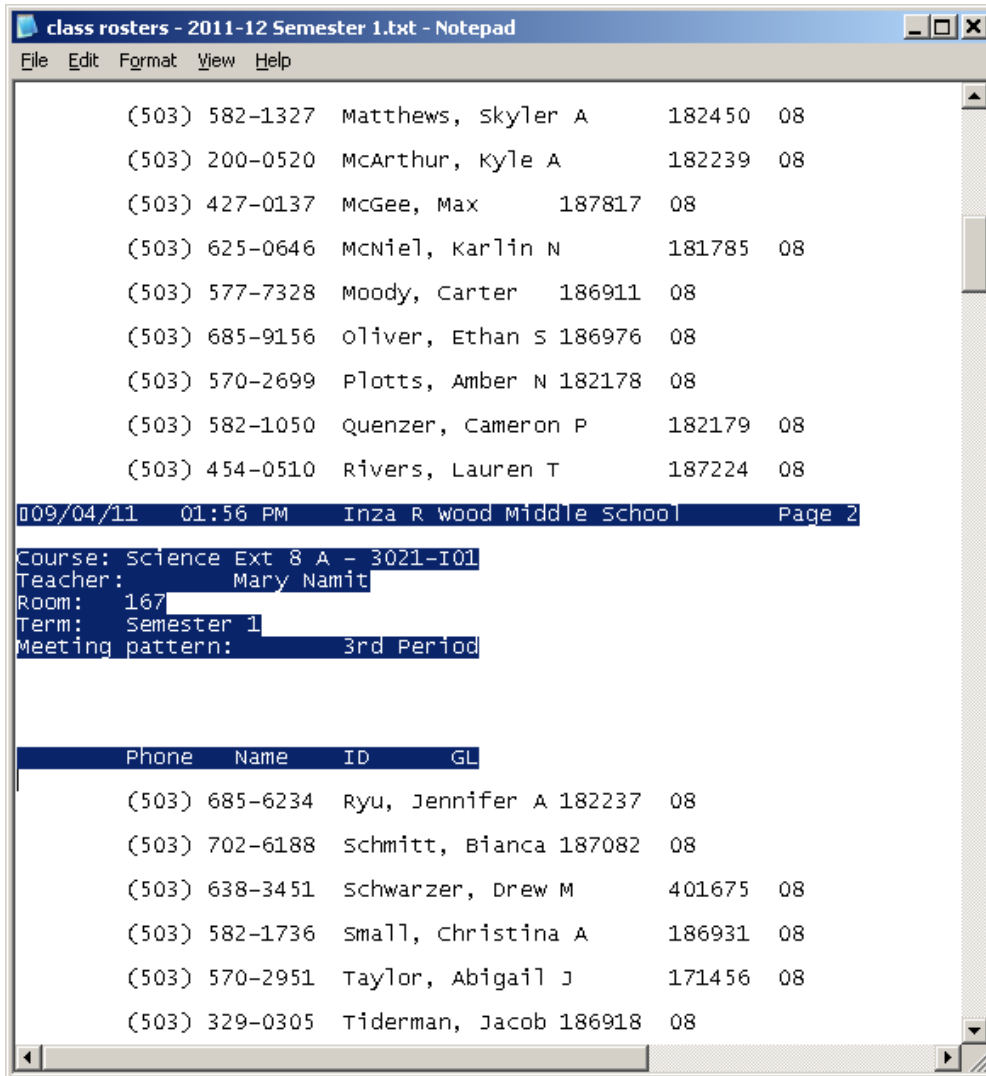
```
class rosters - 2011-12 Semester 1.txt - Notepad
File Edit Format View Help
009/04/11 01:56 PM Inza R wood Middle School Page 1
Course: Science Ext 8 A - 3021-I01
Teacher: Mary Namit
Room: 167
Term: Semester 1
Meeting pattern: 3rd Period

Phone Name ID GL
(503) 582-1252 Artman, Spencer G 181815 08
(503) 682-9404 Barajas, Jaime J 186984 08
(503) 682-0949 Beal, Shawn L 181752 08
(503) 638-9462 Becker, Sarah 186950 08
(503) 582-8284 Borgen, Spencer J 181754 08
(503) 863-7130 Brown, Caedin S 181992 08
(503) 582-8903 Caday, Lorelei T 403155 08
(503) 407-5115 Chames, Spencer N 186929 08
(503) 715-0986 Crawford, Kaili 183179 08
(503) 650-0111 Dewart, Alexandra E 171543 08
(503) 682-5631 Eisenbrandt, Mckena P 182139 08
(503) 682-1603 Feldman, Derek N 182141 08
(503) 582-1423 Finkbeiner, Joshua A 186936 08
(503) 925-9019 Hallock, Eve M 187748 08
(503) 756-8155 Hartt, Hanna L 188010 08
```

Most of your class rosters will be 2 pages long. Schoolmaster inserts a header (with the course name, teacher, period, etc) at the top of the second page. You want to delete that before the next step.

Scroll down to the end of the first page.

Highlight all of the text between the last student at the bottom of page 1 and the first student at the top of page 2



Delete all of the text and lines between the bottom of page 1 and top of page 2

```
class rosters - 2011-12 Semester 1.txt - Notepad
File Edit Format View Help

(503) 508-1455 Lackides, Nicholas G 403438 08
(503) 407-7314 Locker, Gary D 404507 08
(503) 454-0554 Love, Andrew J 187216 08
(503) 582-1327 Matthews, skyler A 182450 08
(503) 200-0520 McArthur, kyle A 182239 08
(503) 427-0137 McGee, Max 187817 08
(503) 625-0646 McNeil, Karlin N 181785 08
(503) 577-7328 Moody, Carter 186911 08
(503) 685-9156 oliver, Ethan S 186976 08
(503) 570-2699 Plotts, Amber N 182178 08
(503) 582-1050 Quenzer, Cameron P 182179 08
(503) 454-0510 Rivers, Lauren T 187224 08
(503) 685-6234 Ryu, Jennifer A 182237 08
(503) 702-6188 Schmitt, Bianca 187082 08
(503) 638-3451 Schwarzer, Drew M 401675 08
(503) 582-1736 Small, Christina A 186931 08
(503) 570-2951 Taylor, Abigail J 171456 08
(503) 329-0305 Tiderman, Jacob 186918 08
(503) 427-1929 Valdez-Revilla, Melissa V 181834 08
(503) 314-9238 Vega, Gabriel A 404671 08
(503) 570-8921 Wagoner, Michael R 181823 08
```

← Notice there is no longer any extra space between these 2 students

Now we need to remove the extra blank line between each student. Schoolmaster prints rosters “double-spaced.” But that will confuse Easy Grade Pro when we try to import the roster.

This requires some redundant clicking, but it is fast and necessary.

Place the cursor on the line between each student and delete the space. Do that for the space between each student until you have something that looks like this:

```
class rosters - 2011-12 Semester 1.txt - Notepad
File Edit Format View Help
Course: Science Ext 8 A - 3021-I01
Teacher: Mary Namit
Room: 167
Term: Semester 1
Meeting pattern: 3rd Period

Phone Name ID GL
(503) 582-1252 Artman, Spencer G 181815 08
(503) 682-9404 Barajas, Jaime J 186984 08
(503) 682-0949 Beal, Shawn L 181752 08
(503) 638-9462 Becker, Sarah 186950 08
(503) 582-8284 Borgen, Spencer J 181754 08
(503) 863-7130 Brown, Caedin S 181992 08
(503) 582-8903 Caday, Lorelei T 403155 08
(503) 407-5115 Chames, Spencer N 186929 08
(503) 715-0986 Crawford, Kaili 183179 08
(503) 650-0111 Dewart, Alexandra E 171543 08
(503) 682-5631 Eisenbrandt, Mckena P 182139 08
(503) 682-1603 Feldman, Derek N 182141 08
(503) 582-1423 Finkbeiner, Joshua A 186936 08
(503) 925-9019 Hallock, Eve M 187748 08
(503) 756-8155 Hartt, Hanna L 188010 08
(503) 682-2015 Hult, Connor 186930 08
(503) 685-6378 Jaroch-Gonzalez, Maricela C 181799 08
(503) 682-1099 Johnson, Sarah V 181801 08
(503) 685-9612 Johnson, Steen D 186909 08
(503) 781-7929 Klupenger, Katherine A 181805 08
(503) 508-1455 Lackides, Nicholas G 403438 08
(503) 407-7314 Locker, Gary D 404507 08
(503) 454-0554 Love, Andrew J 187216 08
(503) 582-1327 Matthews, Skyler A 182450 08
(503) 200-0520 McArthur, Kyle A 182239 08
(503) 427-0137 McGee, Max 187817 08
(503) 625-0646 McNiell, Karlin N 181785 08
(503) 577-7328 Moody, Carter 186911 08
(503) 685-9156 Oliver, Ethan S 186976 08
(503) 570-2699 Plotts, Amber N 182178 08
(503) 582-1050 Quenzer, Cameron P 182179 08
```

← Notice that the “double-spacing” is gone.

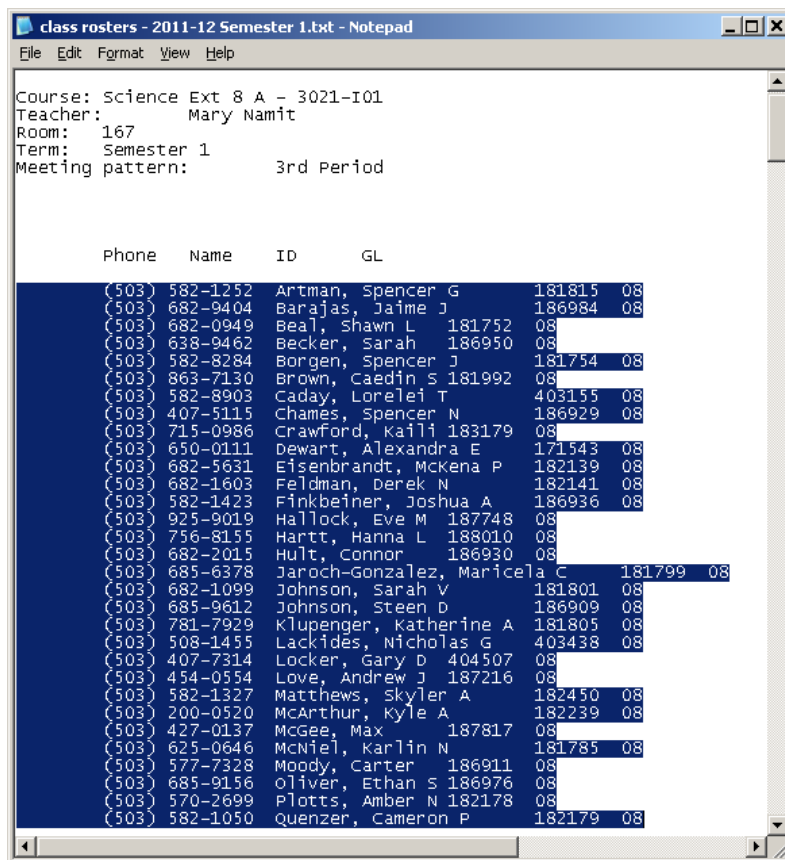
Click and highlight the list of students.

In the .txt file, there is no way to just highlight the individual columns (That's why we need to import it into Excel before importing it into Easy Grade Pro).

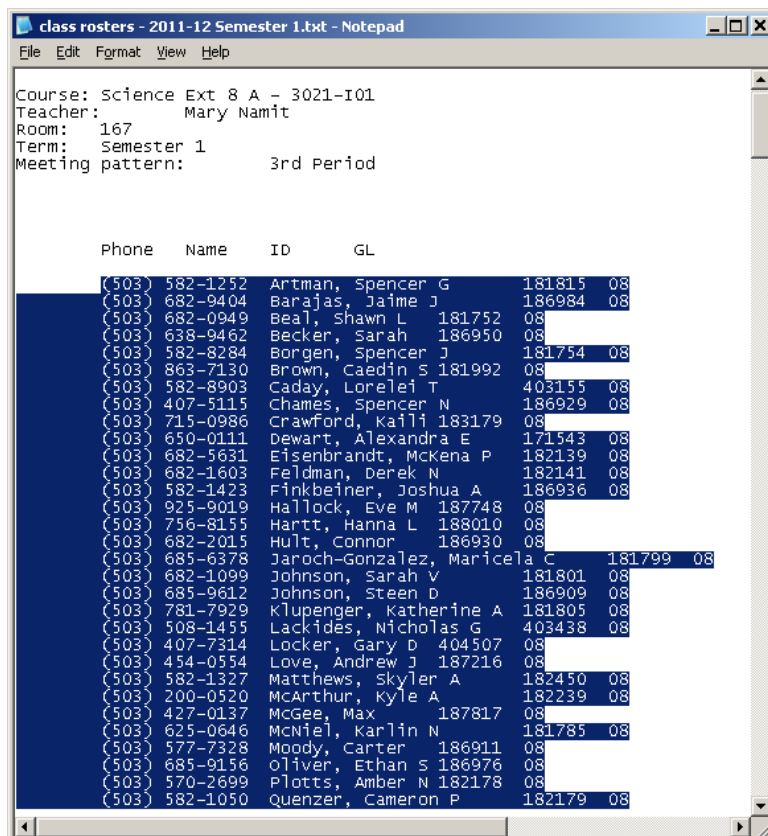
Be sure the dark highlighting goes all the way to the left margin on the first student's name.

Copy this list (CTRL-C)

THIS →



NOT THIS →



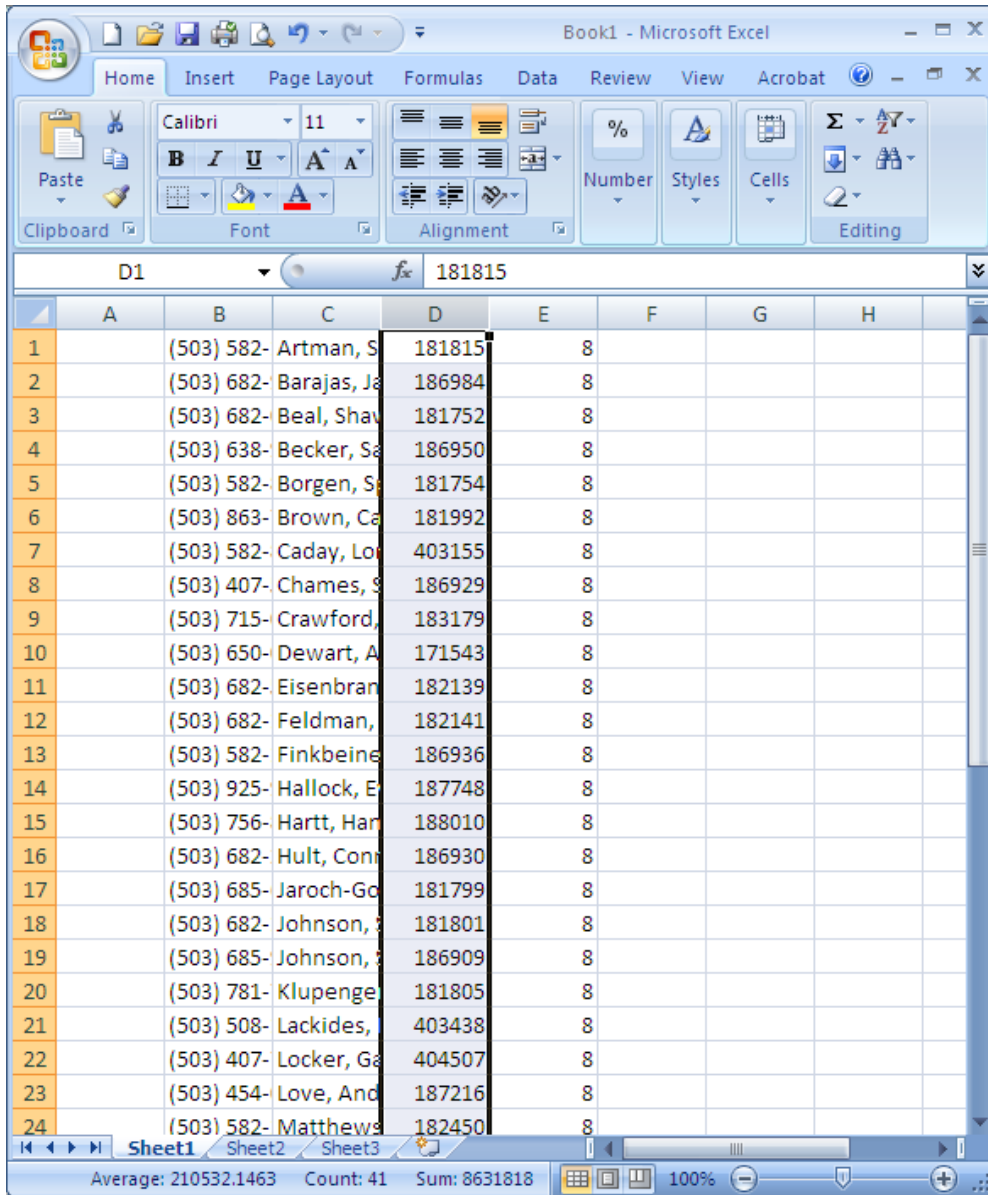
Now we are ready to paste into Excel.
Open a blank Excel spreadsheet.
Click in the top-left cell (A1)
Paste (CTRL-V)

The class list should appear – separated into columns. Column A will be blank. That’s OK.

| | A | B | C | D | E | F | G | H |
|----|---|------------|-------------|--------|---|---|---|---|
| 1 | | (503) 582- | Artman, S | 181815 | 8 | | | |
| 2 | | (503) 682- | Barajas, Ja | 186984 | 8 | | | |
| 3 | | (503) 682- | Beal, Shav | 181752 | 8 | | | |
| 4 | | (503) 638- | Becker, Sa | 186950 | 8 | | | |
| 5 | | (503) 582- | Borgen, Sp | 181754 | 8 | | | |
| 6 | | (503) 863- | Brown, Ca | 181992 | 8 | | | |
| 7 | | (503) 582- | Caday, Lor | 403155 | 8 | | | |
| 8 | | (503) 407- | Chames, S | 186929 | 8 | | | |
| 9 | | (503) 715- | Crawford, | 183179 | 8 | | | |
| 10 | | (503) 650- | Dewart, A | 171543 | 8 | | | |
| 11 | | (503) 682- | Eisenbran | 182139 | 8 | | | |
| 12 | | (503) 682- | Feldman, | 182141 | 8 | | | |
| 13 | | (503) 582- | Finkbeine | 186936 | 8 | | | |
| 14 | | (503) 925- | Hallock, E | 187748 | 8 | | | |
| 15 | | (503) 756- | Hartt, Han | 188010 | 8 | | | |
| 16 | | (503) 682- | Hult, Conr | 186930 | 8 | | | |
| 17 | | (503) 685- | Jaroch-Go | 181799 | 8 | | | |
| 18 | | (503) 682- | Johnson, S | 181801 | 8 | | | |
| 19 | | (503) 685- | Johnson, S | 186909 | 8 | | | |
| 20 | | (503) 781- | Klupenge | 181805 | 8 | | | |
| 21 | | (503) 508- | Lackides, I | 403438 | 8 | | | |
| 22 | | (503) 407- | Locker, Ga | 404507 | 8 | | | |
| 23 | | (503) 454- | Love, And | 187216 | 8 | | | |
| 24 | | (503) 582- | Matthews | 182450 | 8 | | | |

You will notice that the phone numbers and names will probably not fit into the columns. That is no problem. Easy Grade Pro will still get the full names and numbers.

Before moving on to importing into Easy Grade Pro, you may want to copy the ID# column. This will allow you to set up a password for students in Easy Grade Pro for online access.



To copy the ID# column, select the whole column by clicking on the letter at the top of the column.

Copy the column by clicking CTRL-C

Click on the cell at the top of the next open column (F1)

Then paste the column by clicking CTRL-V

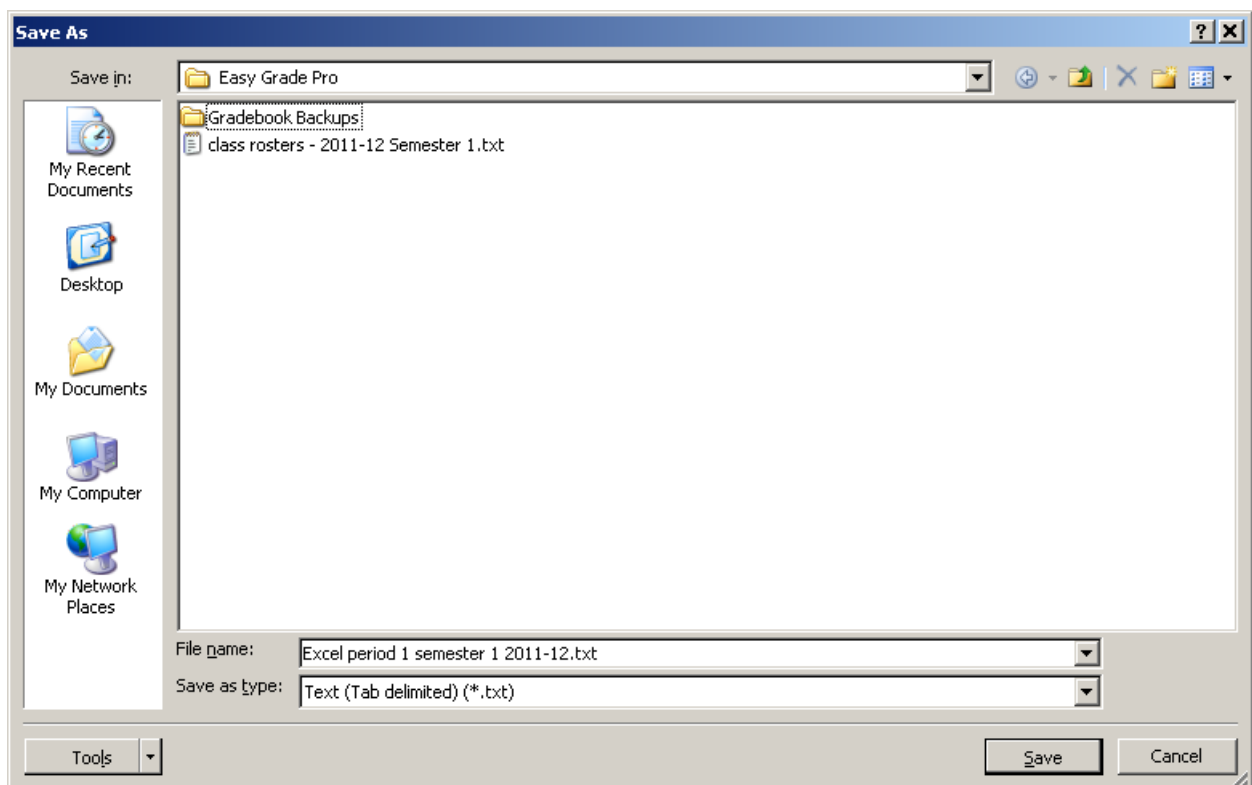
Congratulations! You've completed Step 2: Copy and Paste from .txt file into Excel

Step 3: Save Excel file as tab-delimited .txt file

This step is pretty quick, but there are a few key clicks...

Go to File → Save As

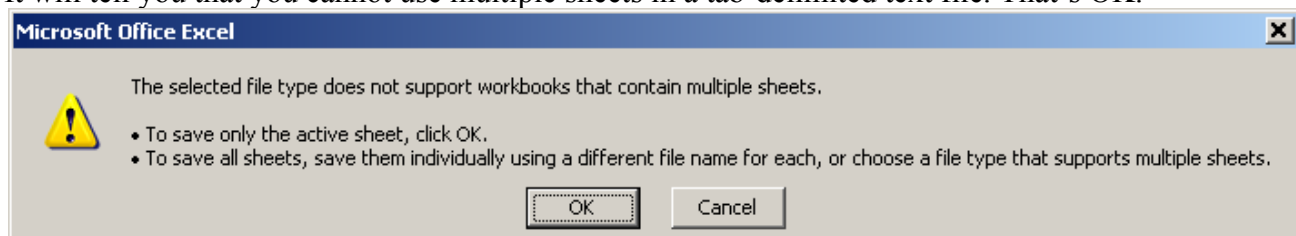
In the “Save as type” window, scroll the drop-down menu to find “Text (Tab delimited) (*.txt)”



Make sure you name the file something different than the .txt file you created from Schoolmaster. I called this one “Excel period 1 semester 1 2011-12.txt” so I know it is the Excel file for this specific period. Again, I am saving in the Easy Grade Pro folder on my H drive. But you will never need this file again once you have imported the names into Easy Grade Pro.

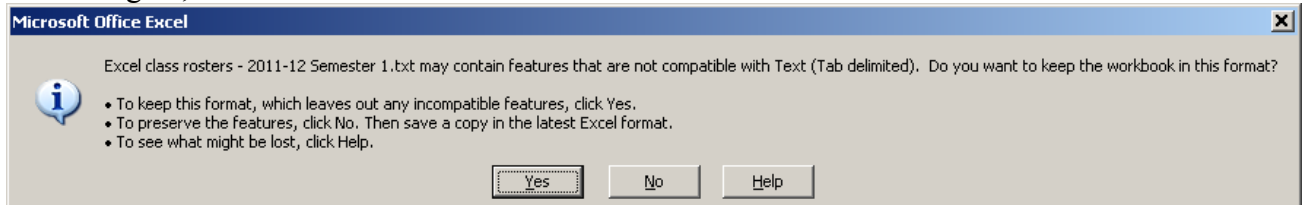
Click Save.

It will tell you that you cannot use multiple sheets in a tab-delimited text file. That’s OK.



Click OK.

It will bring up another warning box about features that may not be compatible with a tab-delimited format. Again, this is OK.



Click Yes.

Congratulations! You have now completed **Step 3: Save Excel file as tab-delimited .txt file**

Close the Excel file. (if it asks you to save the changes again, go ahead. Click OK and Yes on the two warning boxes above)

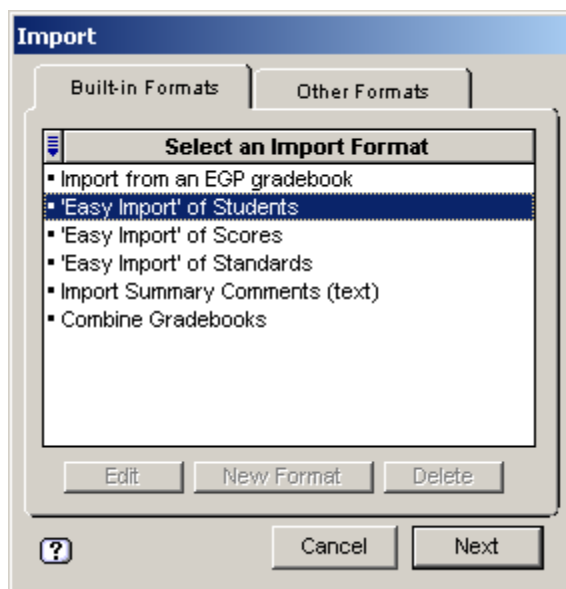
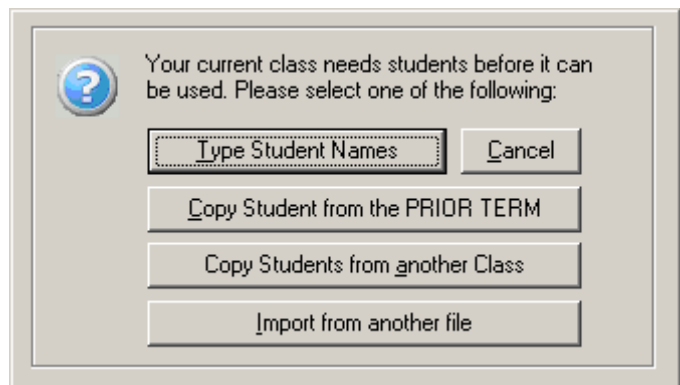
Step 4: Import into Easy Grade Pro from Excel

Open Easy Grade Pro

When you go to a new class, it will ask you how you want to import students.

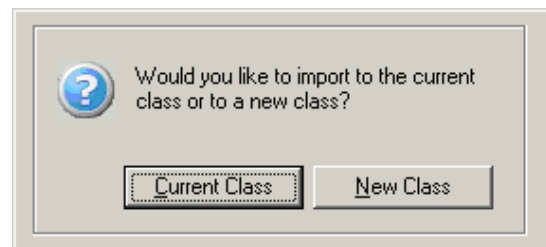
You can also open this window by going to File→ Import...

Click “Import from another file”

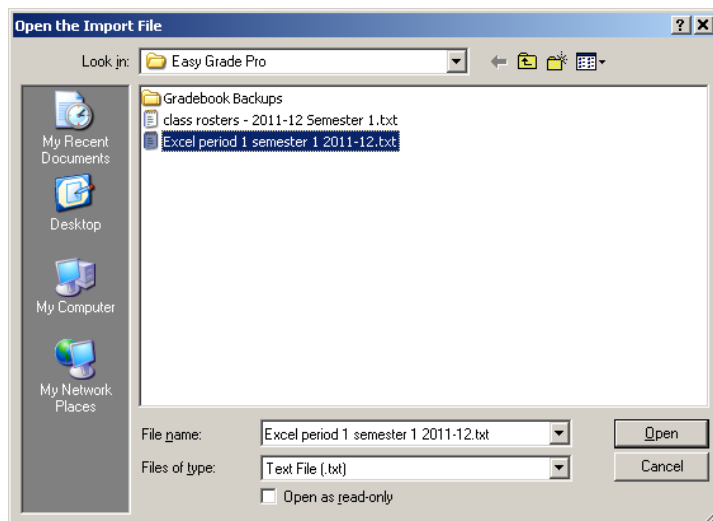


Select “Easy Import of Students.” (It really is pretty easy from this point...)

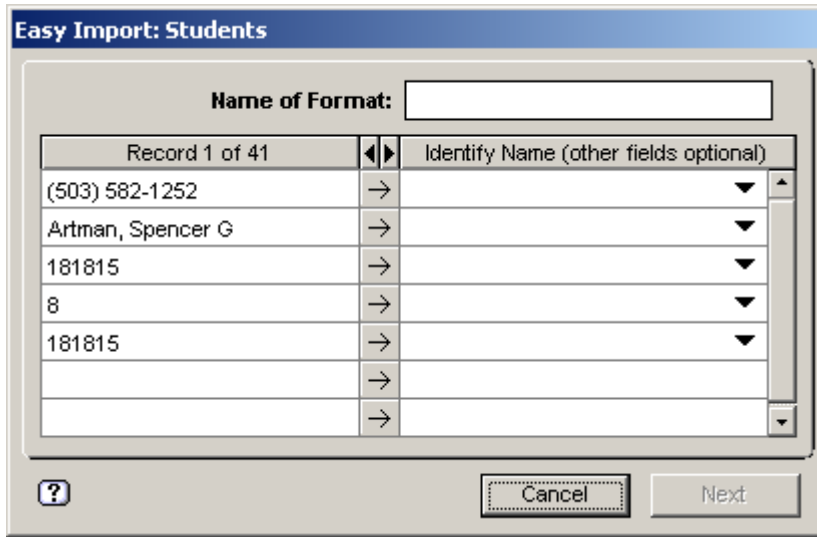
It will ask if you want to import to the current class or new class. You choose where you want the students to go (I usually create the class before I get to this step, so I usually choose “current class”)



Find the Excel spreadsheet you just saved as a text file. Click Open.

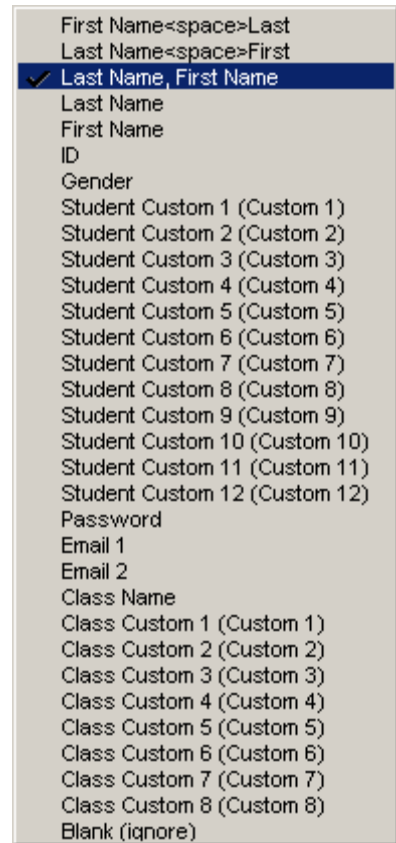


It is about to get really easy and cool (and you will say “OK, this was all worth it...”)



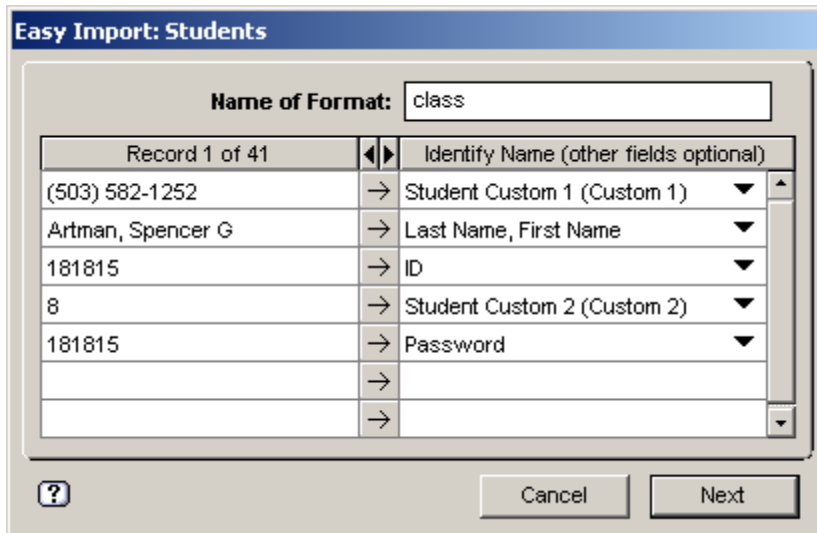
←Click on these drop-down boxes to tell Easy Grade Pro what each row is.

For instance, next to the student name, choose “Last Name, First Name”



Easy Grade Pro does not have a category for phone number or grade level, so I choose “Student Custom”.

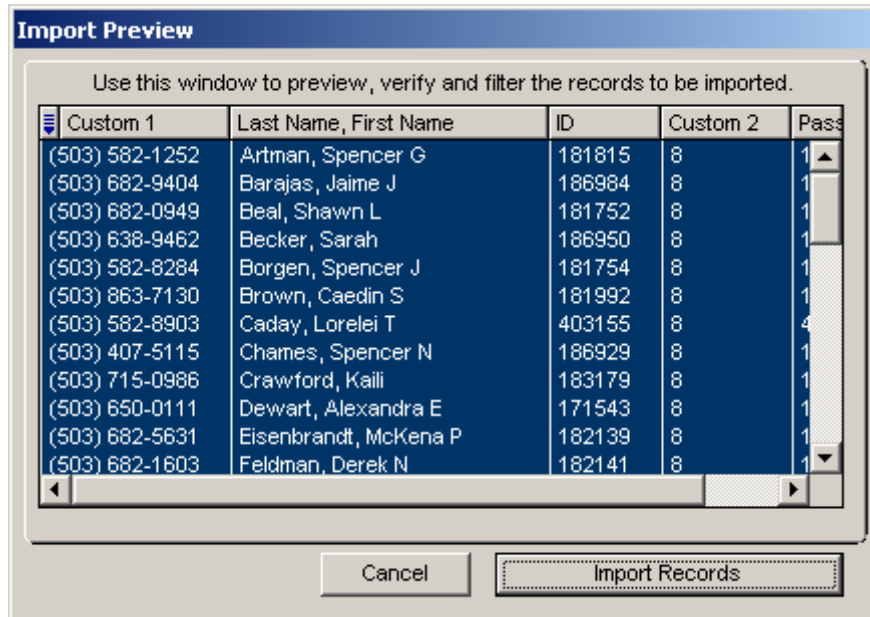
If you decided to copy and paste the ID# column in the Excel file (see page 9), identify one as ID and the other as Password.



IMPORTANT: Easy Grade Pro will not allow you to move forward until you name this format. I don’t think this “format” ever comes up again, so it doesn’t matter what you name it. For future imports you can use the same name, but it does not seem to remember any settings. I named this format “class”, but sometimes I just type a random letter.

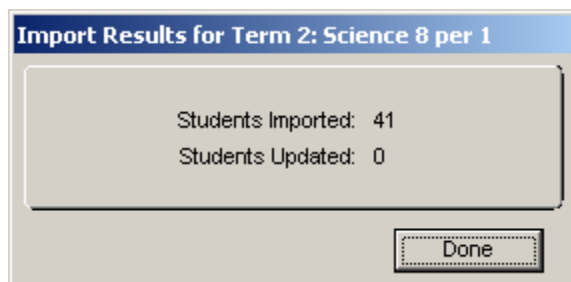
Click Next.

It will bring up an Import Preview window. Don't spend too much time previewing. If you have followed these steps, the information will be exactly what was exported from Schoolmaster.



Click Import Records.

This will bring up a results summary box.



Click Done.

Your student names should appear in alphabetical order.

It will then ask you if you want to import again. If you have set up all of your classes in separate Excel files before starting to import, then click yes. If not, click no and return to Step 2 (page 3) for each additional class.

You will find that the process will move pretty quickly once you have done it 1 or 2 times.

Congratulations! You have completed importing student names from Schoolmaster into Easy Grade Pro!